

Library Class/Materials Request Sheet

Please complete and submit to the librarian at least two weeks before your requested date!

TEACHER NAME: _____ SPS email: _____

CLASS: _____ level(s)/grades: _____

Requesting (check ALL that apply!)

- Library class and time for students to work
- Print materials pulled
- Library class only
- Websites pulled and hyperlinks created

For library classes:

Class periods and date range requested: _____

If a research class, topic: _____

Final product: (please describe) _____

Minimum sources required: _____ Number of days in library total: _____

Library class content: (please describe what you'd like me to teach and do):

For materials requested WITHOUT a library class:

Please describe the topic, what you would like, and how many: _____

- Print materials
- Websites pulled and hyperlinks created

Date materials needed: _____ (For print materials) Room to deliver materials: _____

Please attach your lesson plan or instructions to your students if possible! Thank you!!!